

# School Administrator Experience-Based Certificate

## Experience-Based Certification

Individuals employed as a school administrator on or before January 4, 2010 are required to hold a valid, experience-based School Administrator Certificate for their current position. To qualify for the NEW experience-based certificate, individuals employed as school administrators prior to January 4, 2010 must demonstrate completion of any combination of [Education-related professional learning](#) hours, as defined in R 380.101, totaling 150 hours. Individuals who hold a valid Michigan Professional Teaching Certificate shall be considered as meeting the continuing education requirements of this rule.

## Legal Requirement

[Michigan Compiled Laws \(MCL\) 380.1246](#) requires school administrators to complete professional learning as a requirement for continued employment. The responsibility for compliance to employ administrators who meet requirements and maintain proper documentation of continued learning is incumbent upon the school district.

## School Administrator Certification Code

Administrative Rules governing Administrator Certification **require** all school administrators authorized under the experience-based, provision in MCL 380.1246(1)(a) to hold a valid School Administrator Certificate issued by the Michigan Department of Education. This certificate will:

1. Require demonstration of eligibility for the experience-based provision through evidence of employment as an administrator on or before January 4, 2010;
2. Require and authorize school administrators to maintain professional learning hours in MOECS for ease of tracking and certificate renewal; and
3. Provide all school administrators who obtain a School Administrator Certificate a new five-year cycle on the continuing education requirement.

## Effective/Implementation Date

The initial School Administrator Experience-Based Certificate for qualifying school administrators will be issued **without a fee**, from January 1, 2018 through **September 1, 2018**. Beginning September 2, 2018 an application processing fee of \$160 will be charged. Subsequent renewals will be consistent with [MCL 380.1538](#) and the certificate fee structure. Failure to employ a certified, or permitted, individual may result in State aid deduction.

Administrators unable to meet these requirements and obtain the School Administrator Certificate before September 1 can be employed under the new [Administrator Permit](#).